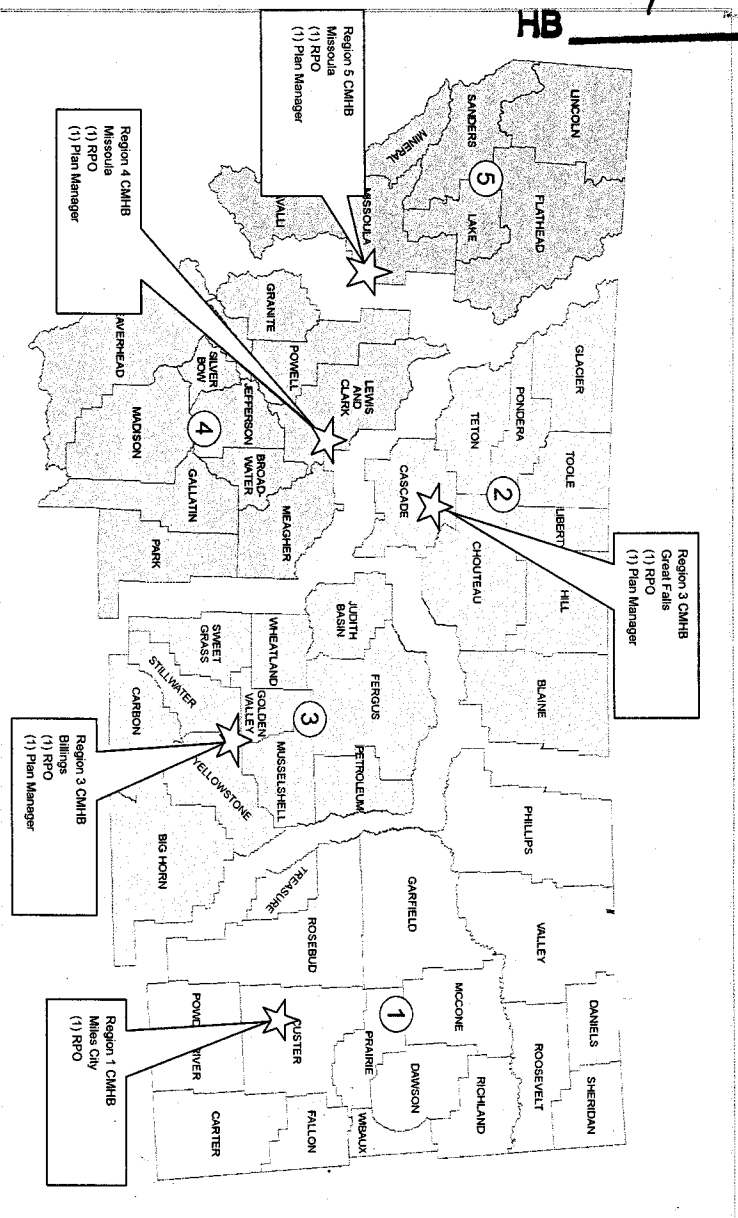


# DEVELOPMENTAL SERVICES DIVISION Staffing for the Children's Mental Health Bureau

DATE 1/26/2011  
HB



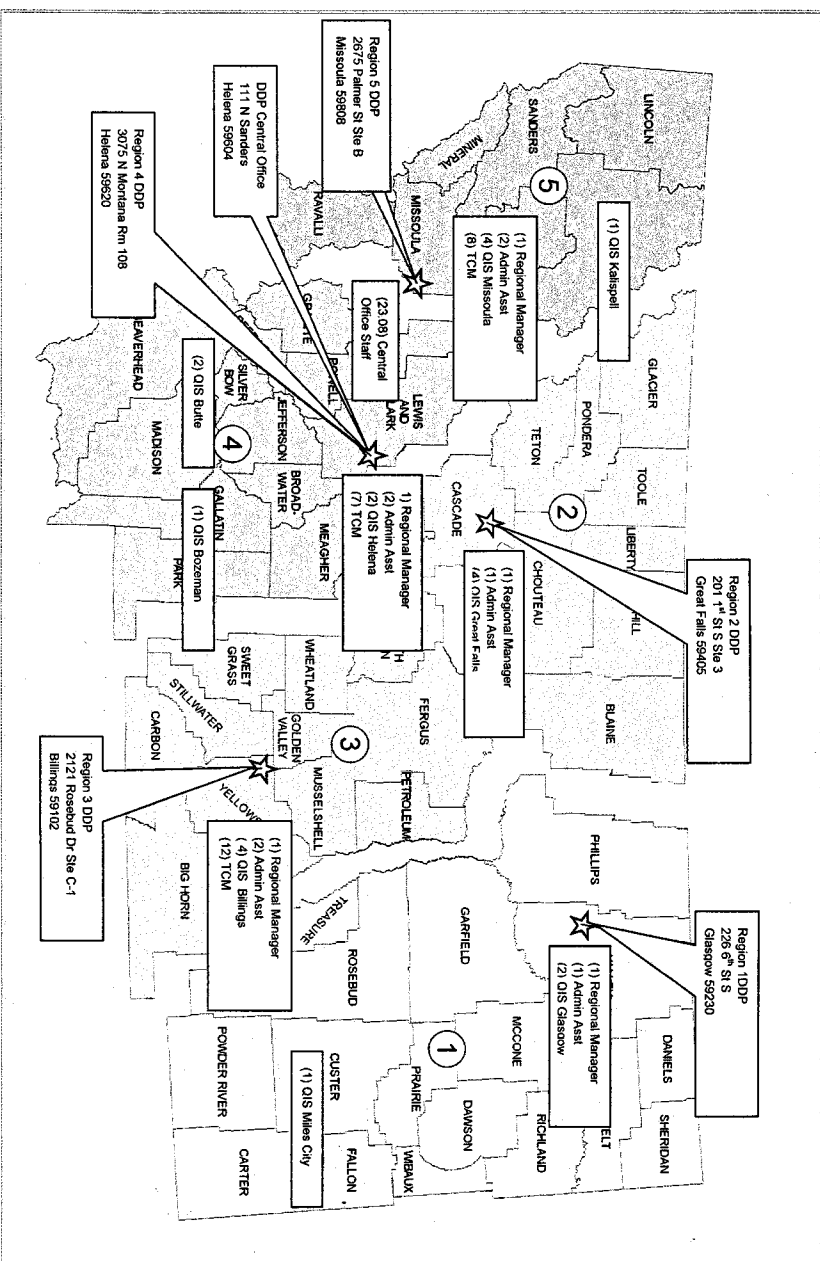
## CMHB Regional Staff

- (2 FTE) Plan Managers – (PM) – Receive referrals on youth who meet criteria for residential level of care and assist in the development of a plan that uses intensive home and community services.
- (5 FTE) Regional Program Officers (RPO) – Collaborate with other child serving agencies to find services/resources that address the needs families and youth identify to be successful in home and community settings. Research problems and pose solutions to increase community capacity to serve youth with serious emotional disturbances.

## Central Office Staff

- (1.24 FTE) Administrator (DSD) – Administers division programs by providing supervision to ensure that services are provided consistent with department policy and fiscal resources.
- (1 FTE) Administrative Assistant – Provides various support for CMHB staff including phones, mail, filing, meeting arrangements and spreadsheet maintenance.
- (1 FTE) Budget Analyst – Provides fiscal support for the CMHB budget, manages and analyzes expenditures, and creates reports to monitor the budget.
- (1 FTE) Bureau Chief – Provides overall administrative authority managing plans and operations for CMHB.
- (3 FTE) Clinical Program Manager – Manages Medical funded mental health services for youth and families by writing administrative rules, developing manuals, offering training and consultation for providers, conducting utilization review and quality assurance activities, assisting providers with claims, and investigating issues around requests for administrative reviews.
- (1 FTE) Community Services Supervisor – Assists communities to increase capacity to serve youth and families in least restrictive community settings.
- (1 FTE) Family Liaison Officer – Assists with development of support groups and education for families, provides guidance to families about resources, offers training to family members and youth on wraparound, guides policy development to include the family's perspective.
- (1.15 FTE) Financial Analyst – Provides fiscal support for the DDP budget, manages and analyzes expenditures, and creates reports to monitor the budget.
- (1.10 FTE) Financial Services Bureau Chief – Responsible for planning, organizing, implementing, monitoring, and evaluating division financial operations and the financial condition of program administered by the division and oversees quality control reviews of the financial and budgetary work of division program staff.
- (2 FTE) PRIF Waiver Program Staff – Develop Medicaid Waiver program for youth and families in lieu of receiving services in a Psychiatric Residential Treatment Facility (PRIF)

## Central Office Staff



## DDP Regional Staff – Community Services

- (8 FTE) **Administrative Assistants** – Provides various support for DDP staff including phones, mail, filing, meeting arrangements and spreadsheet maintenance.
- (21 FTE) **QIS – Quality Improvement Specialist** -provides over site of contracted DD providers to assure the quality of services provided.
- (5 FTE) **Region Managers** – Manages regional office staff and oversees services, providers, and contracts within their region.
- (27 FTE) **TCM – Targeted Case Manager** – provides need assessment, plan development, access to services and oversight of the plan of care.

- (.47 FTE) **Administrator DSD** – Administers division programs by providing supervision to ensure that services are provided consistent with department policy, and fiscal resources.
- (1 FTE) **Administrative Assistant** – Provides various support for DDP staff including phones, mail, filing, meeting arrangements and spreadsheet maintenance.
- (1 FTE) **Administrative Assistant Clerk** – Assists Admin Asst. with filing and office duties.
- (2.88 FTE) **Budget Analyst** – Provides fiscal support for the DDP budget, manages and analyzes expenditures, and creates reports to monitor the budget.
- (1 FTE) **Community Service Bureau Chief** – Provides over-site, supervision, coordination of all adult and children services within the state.
- (2 FTE) **Crisis & Transition Specialist** – Provides support, training, and technical assistance to individuals in crisis to help maintain community living.
- (1 FTE) **DDP Director** – Provides overall administrative authority for the program, supervises staff, creates policy, and sets direction for both the Montana Developmental Services and Community Services.
- (.76 FTE) **Financial Services Bureau Chief** – Responsible for planning, organizing, implementing, monitoring, and evaluating division financial operations and the financial condition of program administered by the division and oversees quality control reviews of the financial and budgetary work of division program staff.
- (1 FTE) **Grants and Trusts Manager** – Oversees contracting process, grants and provides assistance on trust related issues.
- (1 FTE) **Information Specialist** – Manages the invoicing and AWACS billing and payment system.
- (1 FTE) **Part C Infant and Toddlers Coordinator** – Provides support, guidance and technical assistance to families and children service providers on issues related to Part C.
- (1 FTE) **Program Support Bureau Chief** – Oversees policy, quality assurance, incident management, training, information systems, eligibility, screening, administrative support, rule and technical support to field staff and providers of Developmental Disability Services.
- (1 FTE) **Rates Project Manager** – Develops, implements and provides technical assistance to staff and providers on reimbursement related issues.
- (1 FTE) **Rules & Policies Specialist** – Develops rules and provides technical assistance on rules and policy.
- (1 FTE) **Services Coordinator** – Facilitates community transition of individuals residing at the Montana Developmental Center.
- (1 FTE) **Special Projects Coordinator** – Manages the Children's Autism Waiver, develops and manages RFP's for over 20 contracts and provides other support as necessary.
- (3 FTE) **Training Specialist** – Provides data and technical expertise on incident reporting and training information systems and train staff on Abuse Neglect, Person Centered Planning, and the Montana Resource Allocation System.
- (2 FTE) **Waiver Specialist** – Develops Medicaid waivers to assure that individuals receive the necessary services to facilitate community integration and independence.